

Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi – 110078 INDIA

MEMBERSHIP RULES FOR UIRC (Library)

General Instructions:

- Library is open to bonafide members only.
- Membership is conferred only to the faculty members, research scholars, students and staff members after applying through Dean/ HOD and remains valid for the full tenure, although renewal of Membership is due on 1st July every year.
- Membership to non-teaching staff is also considered as per recommendations of the Dean/ HOD.
- UIRC reserves the right to change/ update membership rules from time to time, as required, on the basis of approval.
- Entry in UIRC premises is allowed only after verifying Identity Cards and member should produce it on demand by any authorized UIRC staff.
- A member must enter his/ her name, address and time of entry and put his/ her signatures legibly in the register kept at the entrance for the purpose as a token of his acceptance to abide by the UIRC rules.
- All users must maintain peaceful environment of study within and around UIRC. Talking, eating, smoking, sleeping is strictly prohibited.
- Use of Mobile Phone will result in cancellation of Library Membership.
- Laptops and Tablets may be used to access e-resources using **Library** Wi-Fi connectivity, WiFi Access points are available on first come first serve basis.
- Members must [apply separately for Internet Access Login and Password](#) from UITs Cell, Block D-411.
- Member should produce their ID card at entrance and for borrowing library documents. Borrowing rights of members are non-transferable.
- UIRC is open on Saturday only for weekend students for minimum basic services.
- Any violation of UIRC Rules shall lead to forfeiture of membership and the identity card will be confiscated. Appropriate disciplinary action may also be imposed.
- Following articles that may cause undue inconvenience to other members are strictly prohibited inside the premises of UIRC:
 - Private books and printed matters other than belonging to UIRC.
 - Mobile phones, computer stationery, compact discs.
 - Umbrella, briefcases, boxes and such other articles.
 - These may be kept outside near the security staff by members on their own risk.

Use of UIRC Materials

- Member may use [WEBOPAC](#) to ascertain availability of material needed by them as per entitlement.
- Reading materials may be used within UIRC premises or borrowed for external use.
- Members should visit 1st floor for reference books, print journals, end term question papers etc. 2nd floor for bound journals, general book collection, Book Bank.
- E-journals, e-books, online databases can be accessed through IP range of the university from anywhere within the campus/ schools/ computers labs etc.
- Borrowers are requested for safe & careful use of library documents and must ensure that the library documents borrowed by them retained in sound condition.
- Before borrowing library documents on loan, the members should ensure good condition of the documents. Any mutilations/ damage should be brought to the notice of the Circulation Counter. The borrower will be held responsible for any damage of the document(s) and he/ she may have to preferably replace the same or pay the damage 1.5 times of the cost of document with overdue charges.
- For loss of a book by a member, he/ she must replace by procuring it from the market on its own.
- In case of loss/ damage of some issue of reference material, it has to be replaced or cost of the entire volume must be paid. In case of loss of a single part of a multi-volume publication, entire set will be recovered/ replaced from the borrower.
- No user shall write, or make any mark upon, fold, dog ear, damage, any document of the library.
- Loaned out/ issued books may be reserved by the members from Circulation Counter.
- In case of issued book(s) in demand/ reserved by other member, the book can be recalled by the library and user has to returned it back.
- The borrowed documents must be returned by the member on or before the due date or earlier, if demanded by the library.
- The library will suspend its services to the defaulters till the recovery is made.
- Books will not be re-issued.
- Duplicate membership card will be issued @ Rs.100/- and on production of [Police Report of document \(Id. card\) lost in Delhi](#).

Timings

Monday to Friday

- | | |
|--|--------------------|
| • Working Hours | 9:00 am to 9:00 pm |
| • Transaction Hours Issue/ return/ Renewal | 9:00 am to 8:00 pm |

Saturday

- | | |
|--|--------------------|
| • Working Hours | 9:00 am to 5:30 pm |
| • Transaction Hours Issue/ return/ Renewal | 9:00 am to 4:30 pm |

Summer Holidays

- Working Hours 9:00 am to 5:30 pm
- Transaction Hours Issue/ return/ Renewal 9:00 am to 4:30 pm

Law (USLLS) Library

- Working and Transaction Hours 9:00 am to 5:30 pm
- Central Library will remain closed during all Government and declared festival holidays.

Loan Privileges and Fine Policy:

The following are the loan privileges of different categories of members:

Category	No. of Books	Period	Fine Policy (per book per day)
Faculty Members	10	180 Days	No Fine
Contractual Faculty Members	5	180 Days	No Fine
Research Scholars	3 (General)	30 Days	@Rs.2.00 up to 60 days, thereafter @Rs. 5.00
Students	3 (General)	14 Days	@Rs.2.00 up to 60 days, thereafter @Rs. 5.00
	5 (Book-Bank)	End of semester	
Weekend Students	2 (General)	14 Days	@Rs.2.00 up to 60 days, thereafter @Rs. 5.00
	5 (Book-Bank)	End of semester	
Officers/ Non Teaching Staff	2 (General)	180 Days	No Fine

All users are advised to follow the due dates for returning borrowed documents to avoid fines. For any clarifications, please contact Circulation Desk or email at [neetikasharma \[AT\] ipu.ac.in](mailto:neetikasharma@ipu.ac.in)

Clearance: “No Dues Certificate/ Clearance Certificate” must be obtained from UIRC while leaving the University. Final exam results or degree or dues cannot be released to members, unless all borrowings are returned.

Last updated 04 November 2025

